

## DRAFT

### **Indefinite-Delivery Indefinite-Quantity/Basic Ordering Agreement PROCESS ACTION TEAM CHARTER**

PROCESS NAME: Indefinite-Delivery Indefinite-Quantity (IDIQ)/Basic Ordering Agreement (BOA)

TEAM LEADER: Patty Tellez, DCMC-OE

TEAM MEMBERS: DCMC Headquarters Contract Closeout and IDIQ/BOA Process Owners, DCMC Baltimore, DCMC San Diego, DCMC Hartford, DCMC Cleveland, Navy (specific Navy organization(s) TBD), DCMC District Process Champions (if desired by District)

AUTHORITY: Executive Director, Contract Management Operations (DCMC-O)

OBJECTIVE: Identify improvements to the IDIQ/BOA process, especially as it affects contract closeout. Improvements should maximize the use of electronic commerce as a means to write and administer IDIQ task orders and BOA orders. This will be a DCMC team, with representatives from the Navy, as they have many IDIQ/BOA type contracts. As this team uncovers areas for improvement it will be decided if this effort needs to be expanded to include all military services and certain other DoD agencies.

BACKGROUND: DCMC data indicates approximately 75% of overage contracts are BOA orders and IDIQ task orders. The top 4 overage reasons are: awaiting final invoice/voucher, unsettled overhead rates, no final payment notice received, and funds reconciliation required. While the reasons for overage BOA orders and IDIQ task orders are the same as those for other types of contracts, it is believed a concentrated look at BOA orders and IDIQ task orders would indicate areas for process improvement specific to these contract types/vehicles. The DoD Contract Closeout WIPT (CCWIPT) recommended a team be established to find methods to improve the process, especially in the area of BOA order contract clause flowdown. The DCMC volunteered to take the lead for this effort.

#### TEAM MEMBER SKILLS

- Working knowledge of IDIQ and BOA contract administration process.
- Working knowledge of contract closeout process.
- Familiarity with MOCAS and SDW queries and data analysis.

#### EXPECTED OUTCOME:

- Reduce the number of overage BOA orders and IDIQ task orders.
- Develop methods to improve the BOA order clause requirement flowdown process.

#### FINAL DELIVERABLE

- Report with process improvement recommendations.

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### RELATED PAST ACTIVITIES/INITIATIVES:

- July 1998 DoD Draft Contract Closeout WIPT Report